



#8328

## **Accounting Assistant I (part-time)**

Jefferson County Sheriff Office is seeking a part-time individual with exceptional organizational skills to record inmates' financial and medical activities within the jail and to perform clerical/administrative support tasks. Part-time averaging up to 19 hours/week. Schedule requires flexibility to meet departmental needs.

High school diploma or equivalent with at least 1-2 years office experience including word processing, excel and basic bookkeeping. Proficiency in Excel strongly desired. Must ensure high level of confidentiality and be comfortable in a correctional environment. Starting pay: \$13.46/hr.

Application deadline is noon February 26, 2015. Visit [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Human Resources for details and application. For consideration submit application, cover letter, and resume online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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